

The screenshot displays the Athena Microlearning CMS interface for an 'Athena Oil & Gas' user. The interface is organized into several sections:

- Learning Curriculum:** Features three curriculum groups: 'another new curriculum group' (2 of 10 Completed), 'Management Pathways Stage I: Foundation' (5 of 5 Completed), and 'O&M Pathways' (9 of 9 Completed). A progress gauge shows 15 of 24 completed.
- Athena Microlearning:** A search bar with the text 'Oil & Gas Business, Upstream Technology, Operations & Maintenance' and a 'SEARCH' button.
- Mandatory Training:** Includes four categories: 'Corporate Roles', 'HSE Roles', 'Office Safety', and 'Operational Roles', all marked 'PAST DUE'. An 'OVERALL STATUS: 14%' pie chart shows a breakdown: Past Due (red), 3 Months (orange), 12 Months (green), and 1+ Year (blue).
- Competency Assessment:** Lists roles: 'Production Engineer' (17 of 39 Completed), 'IT Manager' (6 of 6 Completed), 'Manager' (4 of 6 Completed), 'Professional' (3 of 3 Completed), and 'Senior Professional' (8 of 8 Completed).
- Competency Development Plan:** Shows various competency areas: 'Project Management' (2 of 2 Completed), 'Leadership' (1 of 1 Completed), 'Internal Marketing' (1 of 1 Completed), 'Problem Solving' (2 of 4 Completed), 'Teamwork' (Pending Approval), 'Communication' (Pending Approval), and 'Sales' (Pending Approval). A '+ Select New Competency List' button is also present.
- Elective Training:** Lists training modules: 'Habitat of Hydrocarbons in Sedimentary Basins', 'Wastewater 2', 'Marketing and Trading of Crude Oil', 'Oilfield Safety', 'Geologic Cross-Sections', and 'Subsurface Mapping'.

At the bottom of the interface, it states: © 2021 International Human Resources Development Corporation, Terms and Conditions, powered by CMS Online IHRDC.

Version 4.22

CMS Online
Quarterly Release Notes

September 2021

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4.22 Feature Updates – Quarterly Update

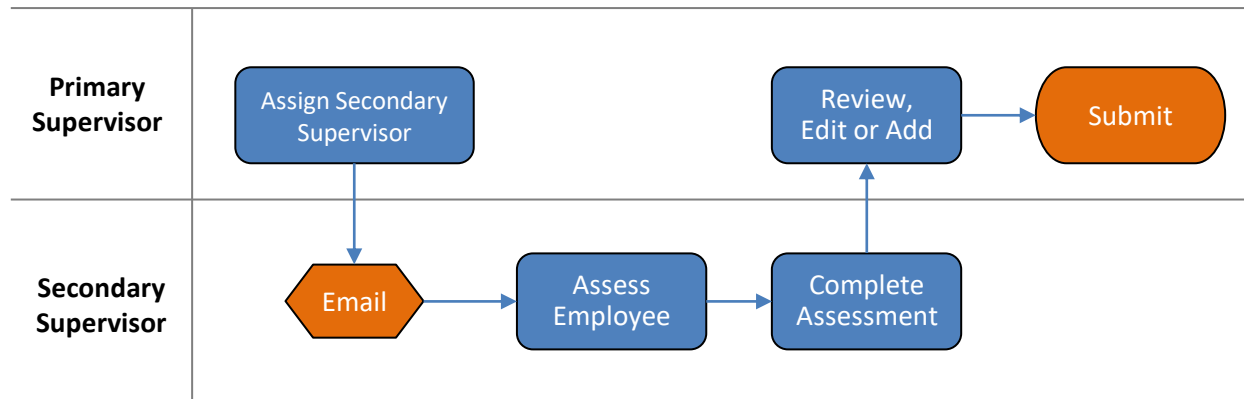
Version 4.22 was released September 22, 2021. We developed the following new features:

Feature	Details
Secondary Supervisor	A primary supervisor can now ask another supervisor to contribute to the assessment of an employee
New Report: Competency Management Data	We introduced a new Management Report that displays full assessment data in a grid that can be filtered, manipulated and sorted to get just the data that you need
Career Development	We added a career development section to our Career Path report that allows employees to add and maintain a history of developmental goals
Assessor Assignment	We added the ability for an Unrestricted or Lead Assessor to assign another Assessor to complete an assessment
Mandatory Training Assignments	We added the option to link Mandatory Training roles to competency roles
Course Completion Acknowledgement	Content developers will have a new way for learners to complete a course. This is called a course acknowledgement and allows learners to request that another CMS Online user confirm their completion of a course.
Batch email: Elective Training Expiration	New batch email that can be run on a schedule, notifying users of all elective training they have been assigned, and expiration dates
Notification Field	Administrators can customize mobile in-app notification content
Modify Instance-wide Welcome Message	Administrators can fully modify the welcome message seen by all users of the instance

SECONDARY SUPERVISOR

Secondary Supervisor

A primary supervisor can now ask another supervisor to contribute to the assessment of an employee



Key Features include:

- Supervisor can assign secondary assessment to any other supervisor
- Assignment made by employee>competency role
- Secondary completes assessment and indicates complete
- Primary Supervisor can review, then submit the assessment

Secondary Supervisor

A primary supervisor can now ask another supervisor to contribute to the assessment of an employee

Assess Phase: My Employees' Assessment

Search... Export to Excel Export to PDF

Employee Name

Job Title	Competency Role	Employee	Supervisor	Action	Secondary Supervisor	SS Status	SS Assign/Remove
Employee Name: Addis Amet							
HR Assistant - entry level	Account Manager - Integrated Service Company	3 of 37	5 of 37	Continue	Michael Frank (mfrank)	Not Started	
HR Assistant - entry level	Senior Professional	8 of 8	0 of 8	Start	super Mel (msuper)	Not Started	
HR Assistant - entry level	Professional	N/A	N/A	Not Assigned			
HR Assistant - entry level	Well Engineer - Entry level	9 of 35	1 of 35	Continue	super Mel (msuper)	Not Started	
HR Assistant - entry level	IT Manager	4 of 4	4 of 4	View	Brad Donohue (bdonohue@ihrc.com)	Not Started	
HR Assistant - entry level	HR Assistant - entry level	12 of 12	12 of 12	View			
Employee Name: Andrew Burr							
Professional	Account Manager - Drilling Contractor	0 of 37	37 of 37	View		Not Started	
Employee Name: [Redacted]							
HSE Core Com							
HSE Core Com							
HSE Core Com							
HSE Core Com							
Employee Name: [Redacted]							
Project Manag							

Select Supervisor

Export to Excel Search...

Drag a column header and drop it here to group by that column

Supervisor Name	Email	JobTitle	Department	Select
Thy Tran -	mdemsis1@ihrc.com	HR Assissts1	Engineering	<input type="radio"/>
Lawrence Collins	lcollins@ihrc.com.mask	Professional	Unknown	<input type="radio"/>
Brenda Magennis	bmagennis@ihrc.com...	HSE Core Competencies	Unknown	<input type="radio"/>
Ehab Shehata	eshahata@ihrc.com	Business Development Analyst	Unknown	<input type="radio"/>
Heidi Schwarz	hschwarz@acme.com	Brendas Job	Unknown	<input type="radio"/>
Doug Winicki		Supply Chain Manager	Unknown	<input type="radio"/>
Ronnie Arnold	rarnold@acme.com	Supply Chain Manager	Unknown	<input type="radio"/>
Brad Donohue	bdonohue@ihrc.com	Facilities Engineer	Unknown	<input type="radio"/>
Andrew Burr	aburr@ihrc.com.mask	Professional	Engineering	<input type="radio"/>
Axel Curth	acurth@ihrc.com.mask	Category Manager	Management	<input type="radio"/>

Key Features include:

- Supervisor can assign secondary assessment to any other supervisor
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- Secondary completes assessment and indicates complete
- Primary Supervisor can review, then submit the assessment

**MANAGEMENT
REPORTS>COMPETENCY
MANAGEMENT DATA**

Competency Management Data Report

New Management Report that displays full assessment data in grid format

Competency Management Data
Report Date: 03-Sep-2021

View Options: [Filter Icon]

Export to Excel Search...

Drag a column header and drop it here to group by that column

Employee Name	Job Area	Job Title	Depart...	Location	Competency Role	Supervisor name	Assess...	Competency Level
Mark Butterworth	Technical Personnel	IT Manager	Unknown	Total E&P ...	Production Engineering and Operations	Melaku Test (mtest)	Melaku Test	[Bar Chart]
Jessica Daniels	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Test (mtest)		[Bar Chart]
Linda Mills	Technical Personnel	HR Assisstant - entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Test (mtest)		[Bar Chart]
Samantha Yeh	Technical Personnel	Well Engineer - Entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Test		[Bar Chart]
Serdar Dogulu	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Test (mtest)	Melaku Test	[Bar Chart]
Soflan Khan	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Test (mtest)	Melaku Test	[Bar Chart]
James Madison	Technical Personnel	Drilling Engineer	Unknown	Unknown	Well Engineering 1	Dolly Madison (dmadis...)	Melaku Test	[Bar Chart]
Melaku User1	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Test (mtest)		[Bar Chart]
Melaku Test	Technical Personnel	IT Manager	Human Re...	France	Production Engineering and Operations	Tom Supervisor (tsuper)		[Bar Chart]
Addis Amet	Technical Personnel	HR Assisstant - entry level	Operations	France	Engineering - Entry Level	Melaku Test (mtest)	Melaku Test	[Bar Chart]
FAR Employee	Technical Personnel	Well Engineer - Entry level	Unknown	Unknown	Engineering - Entry Level	FAR Supervisor (fsupe...)		[Bar Chart]
Emp aaEmp	Technical Personnel	HR Assisstant - entry level	Human Re...	France	Engineering - Entry Level	Heidi Schwarz (heidi)		[Bar Chart]
EASA Only	Technical Personnel	Senior Professional	Unknown	Unknown	Lawrence - Work Area Family	Tom Supervisor (tsuper)		[Bar Chart]
Demo1 Bundle1	Technical Personnel	Senior Professional	Unknown	Unknown	Lawrence - Work Area Family	Melaku Test (mtest)		[Bar Chart]
auto verify	Technical Personnel	HR Assisstant - entry level	Unknown	Unknown	Engineering - Entry Level	Tom Supervisor (tsuper)		[Bar Chart]
Ehab2 Shehata2	Technical Personnel	Geologist	Unknown	Unknown	Subsurface	Doug Winicki (dwinicki)		[Bar Chart]
Ehab Test	Technical Personnel	Manager Role	Unknown	Unknown	Competency Bundles	Ehab Shehata (esheh...)		[Bar Chart]
Employee test	Technical Personnel	Manager Role	Unknown	Unknown	Competency Bundles	Supervisor test (Super...)		[Bar Chart]
Brenda Magennis	Business Personnel	Business Development Manager...	Unknown	Total E&P ...	Business Development (Service Comp...	Melaku Test (mtest)	Melaku Test	[Bar Chart]
Ronnie Arnold	Business Personnel	Supply Chain Manager	Unknown	Unknown	Supply Chain	Melaku Test (mtest)	Melaku Test	[Bar Chart]

Key Features include:

- Single row per employee>competency role
- Standard grouping, sorting and filter options available
- Based upon current assessment results
- Access Employee Snapshot reports via user profile image

CAREER DEVELOPMENT

Career Development

Employees can add to and maintain a history of developmental goals that can be viewed and commented on by Supervisors

The screenshot displays two overlapping windows from a web-based Career Development system. The background window, titled 'Career Path' for 'Melaku Test, Production Manager', shows a 'Career Development' tab with a table of developmental goals. The foreground window, titled 'Add Development Goal', is a modal form with fields for 'Title' (containing 'Summary from developmental conversation 7/2/21') and 'Date' (containing '7/3/2021'). Below these are sections for 'Short Term goals(1-2 Years)', 'Mid Term goals(3-5 Years)', and 'STRENGTHS AND AREAS TO IMPROVE'. Another foreground window, 'Assessment and Learning Profile' for 'Addis Amet, HR Assistant - entry level', shows a 'Career Development' tab with a table of developmental goals. The table has columns for 'Title', 'Date', and 'Edit'. The data rows are:

Title	Date	Edit
Follow up from August 2021	03-Sep-2021	[Edit]
9/3/21 Development Conversation	03-Sep-2021	[Edit]

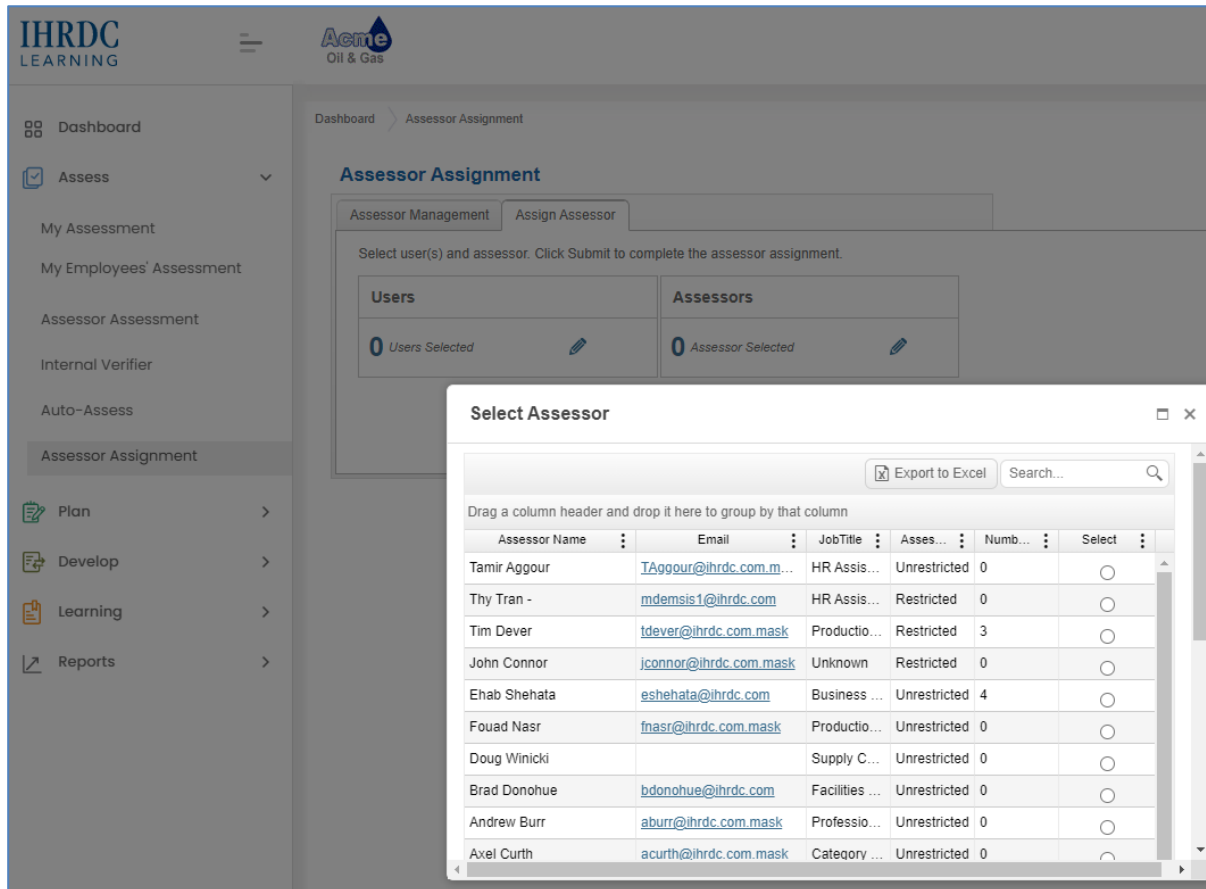
Key Features include:

- History maintained in grid
- Employee can add new or edit existing
- Supervisors can access through employee snapshot reports to view and comment
- Future: attach files/evidence

ASSESSOR ASSIGNMENT


Assessor Assignment


Unrestricted or Lead Assessors can now assign assessments to other assessors



Assessor Assignment

Select user(s) and assessor. Click Submit to complete the assessor assignment.

Users 0 Users Selected 

Assessors 0 Assessor Selected 

Select Assessor

Export to Excel Search...

Drag a column header and drop it here to group by that column

Assessor Name	Email	JobTitle	Asses...	Numb...	Select
Tamir Aggour	TAggour@ihrdc.com.m...	HR Assis...	Unrestricted	0	<input type="radio"/>
Thy Tran -	mdemsis1@ihrdc.com	HR Assis...	Restricted	0	<input type="radio"/>
Tim Dever	tdever@ihrdc.com.mask	Productio...	Restricted	3	<input type="radio"/>
John Connor	jconnor@ihrdc.com.mask	Unknown	Restricted	0	<input type="radio"/>
Ehab Shehata	eshahata@ihrdc.com	Business ...	Unrestricted	4	<input type="radio"/>
Fouad Nasr	fnasr@ihrdc.com.mask	Productio...	Unrestricted	0	<input type="radio"/>
Doug Winicki		Supply C...	Unrestricted	0	<input type="radio"/>
Brad Donohue	bdonohue@ihrdc.com	Facilities ...	Unrestricted	0	<input type="radio"/>
Andrew Burr	aburr@ihrdc.com.mask	Professio...	Unrestricted	0	<input type="radio"/>
Axel Curth	acurth@ihrdc.com.mask	Category ...	Unrestricted	0	<input type="radio"/>

Key Features include:

- Unrestricted Assessor has access to Assessor Assignment page
- Can assign any employee>competency role for Assessor to complete

COURSE COMPLETION ACKNOWLEDGMENT

Third Party Course Completion Acknowledgement

Option for course completion: Learners can request that another CMS Online user confirm their completion of a course

Key Features include:

- Content Developer selects for specific learning event(s)
- After completing a course, learner selects another CMS Online user to acknowledge completion
- Email launches to selected CMS Online user, who clicks link to acknowledge/update learner's status
- Administrator may edit email content

The image shows two overlapping screenshots from a CMS interface. The background screenshot is the 'Learning Event Detail' form, which includes fields for Title, Description, Attachments, Learning Objectives, and Content. The foreground screenshot is the 'Course Completion Acknowledgement' dialog box, which prompts the user to enter the email address of a CMS Online user (Supervisor/Mentor) and the date of completion. The dialog box also contains a 'Course Completion Acknowledgement' form with fields for Course Title, Course Description, Training Objectives, Email Recipient, and Date. A 'Submit' button is located at the bottom of the dialog box. The 'Course Completion Acknowledgement' form includes a dropdown menu for 'Completion Method' with options: 'Acknowledgement - 3rd party', 'Checkbox Completion', 'Normal', 'Checkbox Completion', and 'Acknowledgement - 3rd party'. The 'Acknowledgement - 3rd party' option is highlighted with a green box.

ADMINISTRATOR UPDATES

MANDATORY TRAINING ASSIGNMENTS

Mandatory Training Assignments

We added the option to link Mandatory Training Roles to competency roles

The screenshot shows the 'Company Settings' page with a navigation bar containing: Create User Links, Manage User Links, Create System Links, Manage System Links, Manage System Lists, and System List Bulk Upload. The main content area is titled 'Which System Object do you want to Manage Links for?' and features a dropdown menu set to 'Mandatory Training Roles'. To the right, a 'ONE TO MANY' relationship is indicated, with three radio button options: 'Employee Types', 'Job Titles', and 'Competency Roles' (which is selected). Below this, the section 'Assign Mandatory Training Roles to Competency Roles' contains two side-by-side selection boxes. The left box, 'Mandatory Training Roles', shows '0 Items Selected'. The right box, 'Competency Roles', shows '2 Items Selected' and lists 'Supply Chain Manager' and 'Business Development Analyst'. A 'SUBMIT' button is located at the bottom right of the selection area.

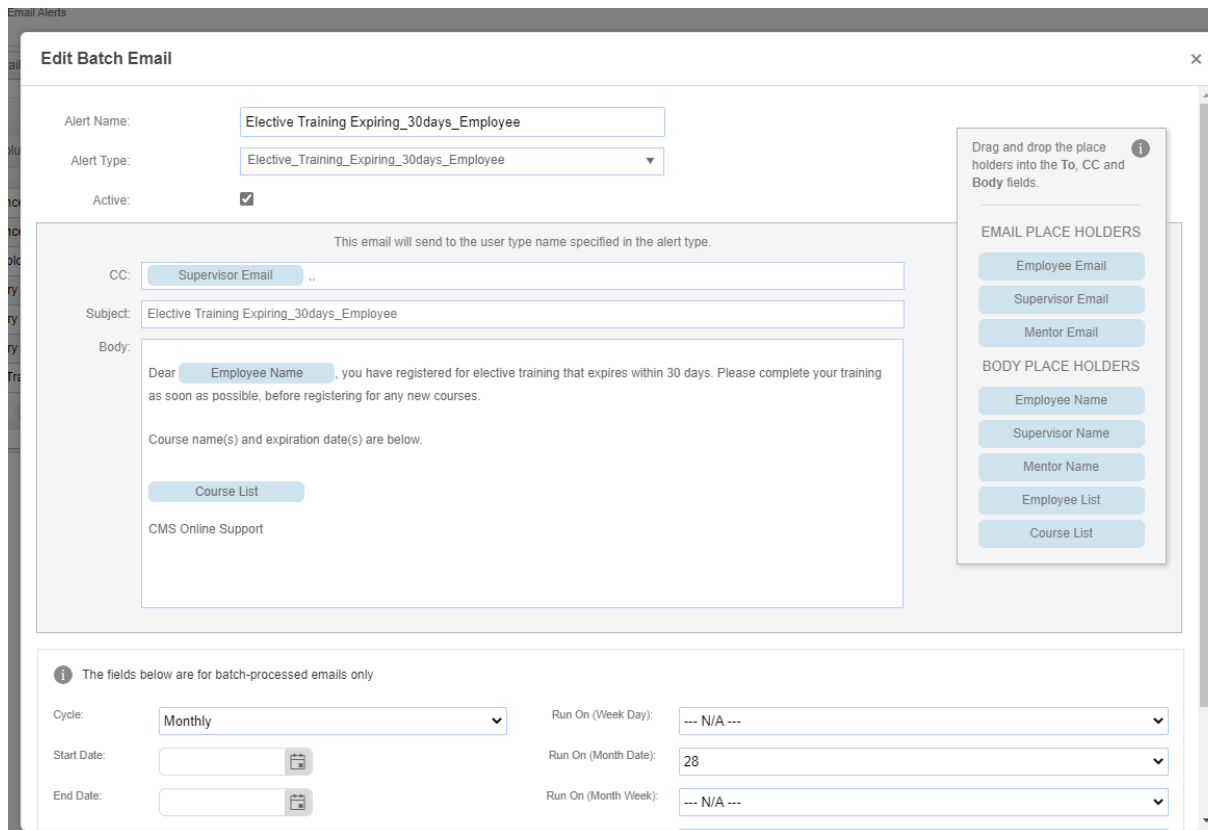
Key Features include:

- Additional option for assigning mandatory training
- Link type displays in Mandatory Training report

ELECTIVE TRAINING BATCH EMAIL ALERT

Batch email: Elective Training Expiration

New batch email that can be run on a schedule, notifying users of all elective training assigned



Edit Batch Email

Alert Name:

Alert Type:

Active:

This email will send to the user type name specified in the alert type.

CC:

Subject:

Body:

Dear , you have registered for elective training that expires within 30 days. Please complete your training as soon as possible, before registering for any new courses.

Course name(s) and expiration date(s) are below.

CMS Online Support

EMAIL PLACE HOLDERS

-
-
-

BODY PLACE HOLDERS

-
-
-
-
-

The fields below are for batch-processed emails only

Cycle:

Run On (Week Day):

Start Date:

Run On (Month Date):

End Date:

Run On (Month Week):

Key Features include:

- Turn on or off
- Displays all courses assigned, and expiration dates
- Administrator selects schedule using options for cycle, run-on days, etc.

NOTIFICATION FIELD

Notification Field

Administrators can customize mobile in-app notification content

The screenshot displays the 'Edit Email Alert' configuration window. It includes the following elements:

- Alert Name:** A text input field containing 'Mentor Assignment'.
- Alert Type:** A dropdown menu set to 'Mentor_Assigned'.
- Active:** A checked checkbox.
- To:** A text input field containing 'Employee Email ..'.
- CC:** A text input field containing 'Mentor Email ... Supervisor Email ..'.
- Subject:** A text input field containing 'Mentor Assignment'.
- Body:** A large text area containing a personalized message: 'Dear [Employee Name], [Mentor Name] has been assigned as your mentor. Your mentor may now access your Employee Snapshot reports, build and manage your Competency Development plans. CMS Online Support'.
- Notification Field:** A text input field containing 'Mentor Name has been assigned as mentor for Employee Name'.
- Place Holders Panel:** A sidebar on the right titled 'EMAIL PLACE HOLDERS' and 'BODY PLACE HOLDERS' with a list of buttons for selecting content: Employee Email, Supervisor Email, Mentor Email, Assessor Email, Authorized User Email, Employee Name, Supervisor Name, Mentor Name, Assessor Name, Competency Unit Title, Course Title, Elective Training Expiration, Course List, Employee List, Client Instance, and Internal Verifier.

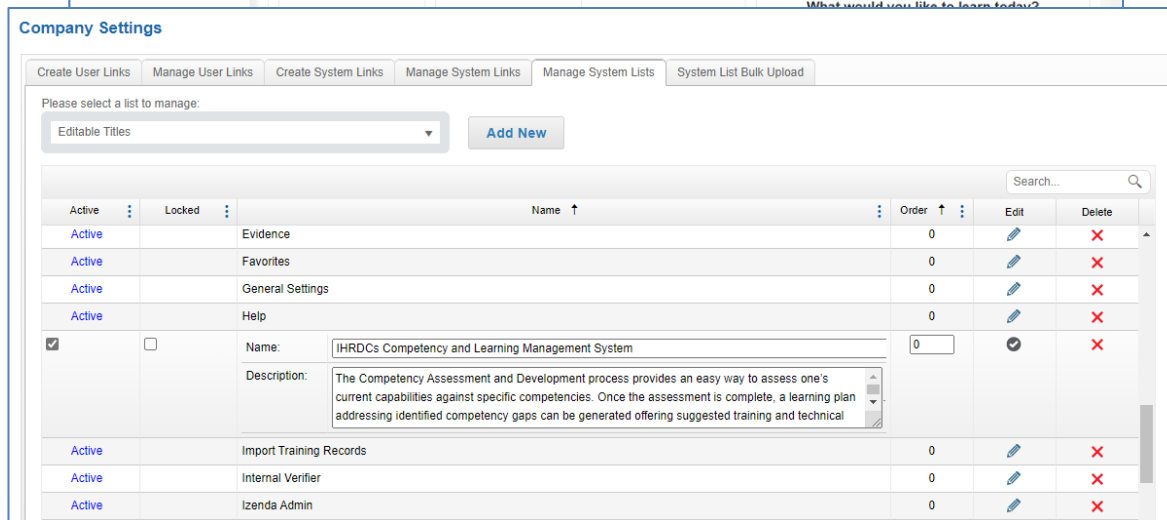
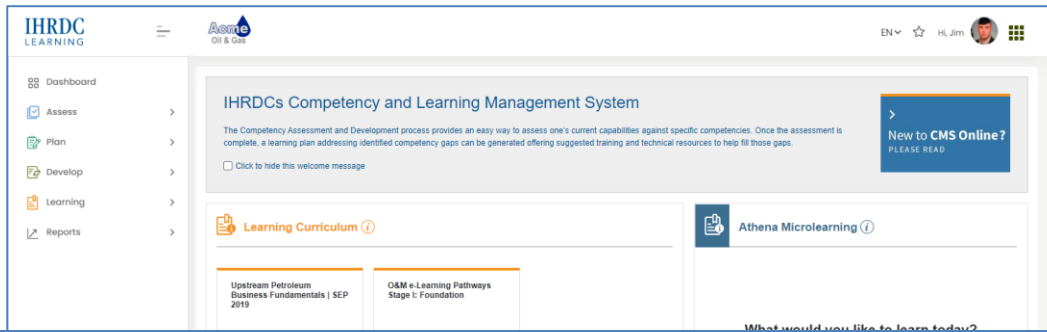
Key Features include:

- Scroll or start typing in dropdown search
- Saves time when working with long lists
- Bulk Import single-tier lists:
 - Department
 - Grade
 - Shift
 - Team
 - Location

MODIFY INSTANCE-WIDE WELCOME MESSAGE

Modify Instance-wide Welcome Message

Administrators can fully modify the welcome message displayed on user dashboards



Key Features include:

- Updates the ability to modify the welcome message seen by all users of the instance
- New to CMS? Box removed from hard-coding
- New to CMS? Can be included in message by including html
- Administrator updates content in Editable Titles
- Administrators can also create assignable Welcome Message for specific populations

ADDITIONAL ENHANCEMENTS AND BUG FIXES

Enhancements and Bug Fixes

Important enhancements and bug fixes in this release include:

- **Learning:**
 - Compliance Wizard supervisor approval email redirects to 4x
 - Bug fix: courses in curriculum roles display in Assigned Training report, no matter how they were assigned
- **Competency and Development:**
 - Bug fix: + to add evidence during reassessment was inactive
- **Administration/Content Development:**
 - Added a link to the assessor assessment PDF in User Account detail
 - Link courses to curriculum: removed double scroll bars from popups, made Select button accessible without scrolling
 - Freeze left column and headers in Competency Role Builder>Criticality Rating
 - Allow Elective Training expiration dates beyond one year
 - Bug fix: courses with quotation marks were not linking and were uneditable
- **Reports:**
 - Added information icon to Management Reports>Competency Management histogram

COMING SOON

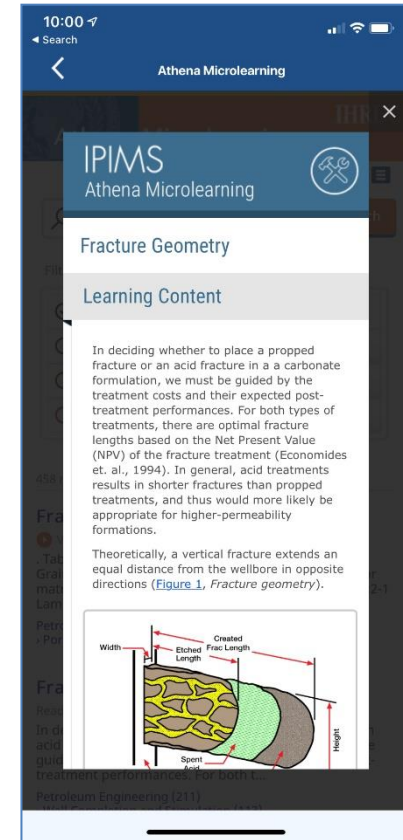
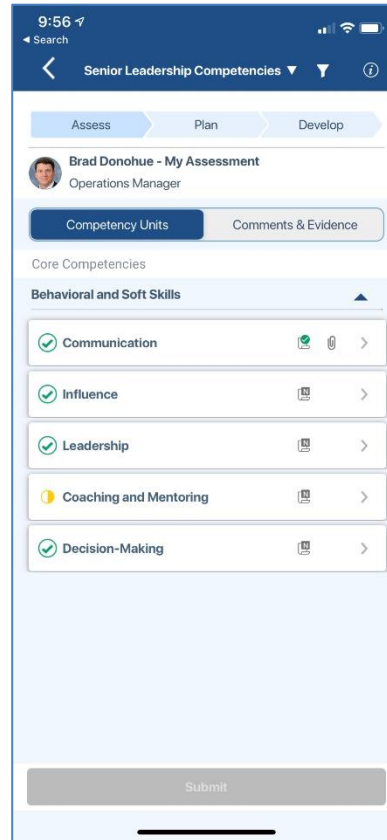
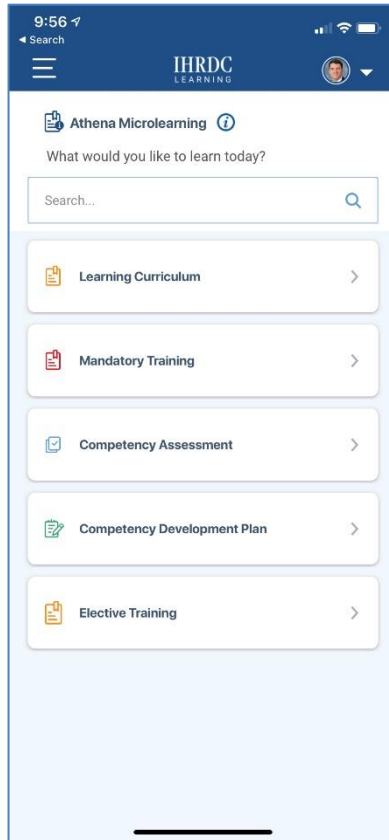
Next Release – 4.23 Feature Updates

CMS Online version 4.23 will be released in December 2021. New features will include:

Feature	Description
Succession Planning – Best Fit report	New Management Report that allows viewer/supervisor to select a job title and see competency results for employees who are close to meeting the competency requirements of that title
Training Matchup	We are moving forward with bringing more CM Dev functionality into 4x. The focus here will be on enabling CM Developers to complete training matchups, using an improved process, within the 4x interface
Competency Role Family status cascades to roles	When a CM Developer makes a competency role family inactive or active, all competency roles in that family will share the same status
Elective Training Approval	Administrators will be able to view pending elective training requests and approve or reject them directly in the interface. Removes reliance on email notification
User Profile Updates	Add fields to the user profile (to match what is in mobile app) and enable a confirmation process where users can confirm or update some information
Elective Training Thumbnails on dashboard	Use course thumbnail images to differentiate courses and add interest to Elective Training swimlane on the dashboard
Learning Curriculum: open course detail from paperclip	Whenever a course has an attachment, a learner can click the paperclip icon directly from the learning curriculum to view course detail

CMS Online Mobile App

We have been developing native mobile apps for CMS Online. The iOS app will be released soon. The Android app will be a few months behind.



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- Mandatory Training:** Lists four training categories: 'Corporate Roles', 'HSE Roles', 'Office Safety', and 'Operational Roles', all marked as 'PAST DUE'. An overall status pie chart shows 14% completion, with a legend for 'Past Due', '3 Months', '12 Months', and '1+ Year'.
- Competency Assessment:** Shows progress for five roles: 'Production Engineer' (17 of 39 Completed), 'IT Manager' (6 of 6 Completed), 'Manager' (4 of 6 Completed), 'Professional' (3 of 3 Completed), and 'Senior Professional' (8 of 8 Completed).
- Competency Development Plan:** Lists seven competency areas: 'Project Management' (2 of 2 Completed), 'Leadership' (1 of 1 Completed), 'Internal Marketing' (1 of 1 Completed), 'Problem Solving' (2 of 4 Completed), 'Teamwork' (Pending Approval), 'Communication' (Pending Approval), and 'Sales' (Pending Approval). A '+ Select New Competency List' button is also present.
- Elective Training:** Lists six elective training modules: 'Habitat of Hydrocarbons in Sedimentary Basins', 'Wastewater 2', 'Marketing and Trading of Crude Oil', 'Oilfield Safety', 'Geologic Cross-Sections', and 'Subsurface Mapping'.

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